



**United States Bankruptcy Court
Office of the Clerk
Middle District of Florida
Orlando Division**



POSITION VACANCY

Position: Intake Clerk(s)

Location: Orlando, Florida

Starting Salary Range: \$34,356 42,960*
CPS CL 24/1 to 24/25

Date: February 17, 2010

Announcement No. 10-04

Closing Date: February 24, 2010

The United States bankruptcy Court Clerk's Office, Orlando Division, has two (2) immediate openings for the position of Intake Clerk.

REPRESENTATIVE DUTIES

The Intake Clerk is the initial contact of the Clerk's Office between the general public, litigants and the bar. This is a clerical administrative position involving the processing of incoming electronic and paper legal documents. An intake clerk receives and examines documents for conformance to federal and local rules, opens new cases in the computer system, enters cash and checks in the cash register, and prepares outgoing mail. The intake clerk is also responsible for furnishing case information, either in person, by telephone, or by correspondence to individuals requesting information. The position reports to the team Supervisor.

MINIMUM QUALIFICATION REQUIREMENTS

Three (3) years of work experience as follows: At least two (2) years of general clerical or administrative experience related to processing of legal documents. One (1) year of specialized experience in a progressively responsible clerical or administrative position which provided knowledge of legal procedures and/or legal pleadings such as might be found in law, insurance or banking. This extremely fast-paced position requires incumbent to be detail-oriented and possess strong organizational and communication skills. Accurate typing – 40 wpm, solid PC computer skills and familiarity with Windows and MS Office are required. CM/ECF experience is highly desirable. In addition candidates must display a professional appearance and demeanor. The incumbent must be able to lift boxes weighing approximately 50 pounds.

EDUCATION SUBSTITUTIONS

Education above the high school level in an accredited institution may be substituted for general experience on the basis of one (1) academic year equals one (1) year of experience. Preferably, such studies should have included courses in law, government, public or business administration or related fields.

APPLICATION AND SELECTION

Qualified applicants are invited to submit a cover letter and current resume to: Raymond Waguespack, Deputy-in-Charge, Announcement # 10-04, United States Bankruptcy Court, 135 West Central Blvd., Room 950, Orlando, FL 32801.

Due to the volume of applications usually received, receipt of individual applications will not be acknowledged; qualified applicants will be contacted for a personal interview. Selection status will be

posted on this website for all available positions, therefore no phone calls, faxes or e-mails will be accepted.

The best-qualified applicants will be invited for interviews. Applicants must be a U.S. citizen or eligible to work in the United States. The selected candidate will be subject to a background check as a condition of employment.

INFORMATION FOR APPLICANTS

The court reserves the right to modify the conditions of this job announcement, or to withdraw the announcement, any of which may occur without prior written or other notice. In the event that a position becomes vacant in a similar classification, within a reasonable time of the original announcement, the Clerk of Court may elect to select a candidate from the applicant pool of the original announcement without posting the position. Only qualified applicants will be considered for this position. Employees of the U.S. Bankruptcy Court serve under “Excepted Appointments” and are considered “at will” employees. Federal Civil Service classifications or regulations do not apply; however, court employees are entitled to substantially the same benefits as other Federal Government employees. All information provided by applicants is subject to verification. Applicants are advised that false statements or omissions of information on any application materials or the inability to meet the following conditions may be ground for non-selection, withdrawal of an offer of employment or dismissal after being employed. If selected for this position, the incumbent will be subject to a one-year probationary period.

Participation in the interview process will be at the applicant’s own expense and relocation expenses will not be provided. The position is subject to the mandatory electronic fund transfer (EFT) participation for payment of net pay (i.e. direct deposit).

*Starting salary commensurate with work experience, previous bankruptcy experience, previous court experience and prior pay history. The top classification for this position is a CL 24.

Pursuant to the Immigration and Reform Act of 1986, selection is contingent upon providing proof of being legally eligible to work in and for the United States.

EMPLOYEE BENEFITS

The United States Bankruptcy Court is part of the Judicial Branch of the United States Government. Court employees are not included in the Government's Civil Service classification. They are, however, entitled to similar benefits as other federal employees.

- Merit and classification increases
- Choice of health benefit plans
- Participation in a group life insurance program
- Participation in a group long-term disability insurance program
- Participation in a long-term care program
- Ten paid holidays per year
- Vacation Leave and sick leave
- Participation in a flexible spending account for medical and/or dependent care expenses on a pre-tax basis.
- Participation in Federal Employees Retirement System

The United States Bankruptcy Court is an equal opportunity employer